

BOARD OF PUBLIC WORKS MEETING HELD: February 25, 2020

LOCATION: 84 Somers Road, East Longmeadow, MA 01028

ATTENDANCE: T. O'Brien, W. Gelinias, P. Abair, B. Fenney, J. Dunn, F. Vachon, D. Keane and R. Taddia

ABSENT: T. Christensen

T. O'Brien called the meeting to order at 4:15pm and asked if anyone other than ELCAT was recording minutes; R. Taddia stated yes (DPW minutes)

REVIEW/APPROVE MINUTES OF 01/21/2020 MEETING: T. O'Brien entertained a motion to approve the meeting minutes dated January 21, 2020; P. Abair made a motion to approve the meeting minutes; W. Gelinias seconded the motion. The vote was taken and was unanimously affirmative.

SUPERINTENDENT REPORT: **B. Fenney** updates: **Staff:** Joseph Magnani was offered the skilled laborer position. He comes from the Town of Longmeadow DPW with many skills recently working in their Parks Department for the past three years. **Capital Planning Projects:** Meet with Town Manager on February 20, 2020 to review DPW FY Capital Plan. **Annual Town Report:** DPW submitted the 2019 Annual Town Report; the board will review at their leisure and will bring any concerns to the next scheduled meeting. **Transfer Station:** will be closed on Saturday, July 4, 2020 in observance of Independence Day; and will also be closed in observance of Veterans Day, November 11, 2020.

Rates & Fees "Draft": B. Fenney reviewed the draft packet with the board:

Water & Sewer rate comparison

Water Rates: recommend \$.10 increase (\$3.50 to \$3.60 per 100 CF)

Sewer Rates: recommend \$.20 increase (\$3.50 to \$3.70 per 100 CF)

Stormwater Rates: several increases and additional flat fees; no increase for residential

Water Services Fees: no change

Sanitary Sewer Services Fees: added several camera of sewer system fees: 1. < 500 LF 2. >500 LF)

Stormwater Services Fees: new

Other Services Fees: no change

Life Cycle Maintenance Fees: no change

Transfer Station Fees: no change

Water& Sewer: FY21 Budget Request has been tabled until the next scheduled meeting so that long term debt can be adjusted. Springfield Water and Sewer purchased water expenditures show a decline in year 2016 totaling \$979,637.00 with a population increase; this could be due to a major line break (Harkness) causing a water shortage throughout that summer, no true up, or credits applied. Previous admin reported 5 mil gallons of water per month; currently we are reporting 12 mil gallons per month (unmetered portions of our town); sewer division currently has 1 monitoring station and we will soon have 5; the additional discharge meters will give us true numbers which will help us identify possible leaks and can be shared with Springfield Water & Sewer; this will contribute to our overall 20 year capital improvement plan moving forward. **Markouts:** We currently have contracts with our utility companies and we don't charge our residents for mark outs; private contractors are charged a fee if it not associated with dig safe; to be part of dig safe program we would have to pay to be part of their program. **Waste Managements:** Health department has taken the lead on negotiating upcoming disposal costs; the town's waste management and trash collection contracts are expiring in August 2020; waste management budget went up 25% and is on the rise.

Board Comments: Water & Sewer: How much water volume does Springfield sell to other communities; and how do they calculate the rate for each? (fixed/negotiated) Would like to see another basis to compare water/sewer rates; as well as water volumes with dollar values on the same chart. **Stormwater** is slanted towards residential; moving forward we need to be more accurate based on each parcels impervious surface; there may be software available to update and manage impervious surface area (example: google earth); current stormwater fees are distributed evenly and are pretty well balanced and is a good starting point; when contaminations are identified and costs go up we will have to trace it back to the specific land code and adjust billable fees ; agree with a flat fee for residential; we need to benchmark other communities to see how they are charging for fees; we may need to rewrite our current stormwater bylaws. **Markouts:** Would like to revisit charging utility mark outs; other towns are charging a permitting fee (will investigate other towns) **Transfer Staion:** In years ahead there will be increased waste management disposal fees; there will be recycling programs to offset these fees but we can anticipate a 50% increase.

DEPUTY SUPERINTENDENT REPORT: T. Christensen updates: N/A

WATER & SEWER ADMINISTRATOR REPORT: F. Vachon handed out ongoing water & sewer projects the boards review;

Board Comments: Board will review projects and address any concerns at the next scheduled meeting.

BUILDING FACILITIES MANAGER REPORT: J. Dunn updates: **Meadowbrook:** Foundation completed and steel is up; roof decking in going up today and started plumbing; **High School:** Lost power (2hours) has been rectified

HIGHWAY & UTILITY MANAGER REPORT: D. Keane updates: **Parks:** Starting on field maintenance; spreading lime (staying away from wet spots) **Water:** Mark outs; working on water main @Meadowbrook **Highway:** Pothole repairs; clean up plow damage is ongoing (pickup berm, clean-up turf areas); cleaning easements; waiting for new F350 (Truck 25) to arrive. **Storm water:** Outfall inspections; manhole inspections; check man-holes and catch basins in areas to be paved in the spring **Shop:** Truck repairs; continue with our monthly services

OTHER BUSINESSES: N/A

SCHEDULE NEXT MEETING: B. Fenney and the board agreed to meet on Tuesday, March 10, 2020.

T. O'Brien entertained a motion to adjourn the meeting at 5:59pm; W. Gelinis made a motion to adjourn the meeting; P. Abair seconded the motion, there being no further discussion; the vote was taken and was unanimously affirmative.